

S E C R E T

INSTRUCTION NO.
LI 1-5

LI 1-5
ORGANIZATION
Revised

SUBJECT: Mission, Functions, and Delegations of Authority, Supply
Division

25X1

1. MISSION

To requisition, receive, inspect, store, issue, ship, and account for Agency materiel in [] supply installations, and to formulate and administer policy for the operation of a worldwide Agency supply system.

2. FUNCTIONS

The Chief, Supply Division, or in his absence the Acting Chief, shall:

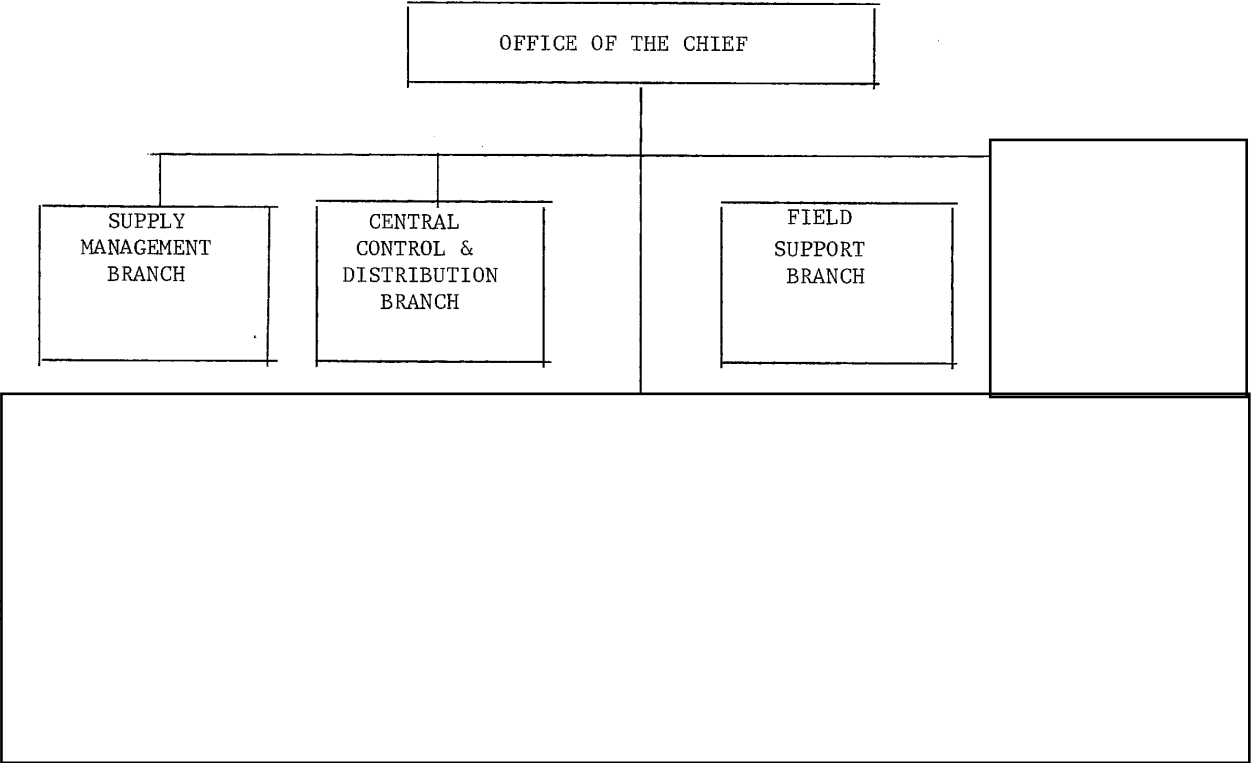
- a. Act as the principal advisor to the Director of Logistics on all supply matters and programs.
- b. Exercise command jurisdiction over []
- c. Provide staff and technical guidance and assistance to Agency components to ensure that supply support, including materiel transportation, is rendered in the most economical manner consistent with time and security factors.
- d. Acquire, issue, transfer, and dispose of materiel. Coordinate these actions with the cognizant Agency component when technical materiel is involved.

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GROUP I - Excluded from Automatic Downgrading and Declassification

S E C R E T

OFFICE OF LOGISTICS
SUPPLY DIVISION



INSTRUCTION NO.
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SECRET

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- e. Prepare, publish, and maintain a standardized Agency Supply Catalog consonant with the Federal Cataloging Program.
- f. Establish and maintain liaison with other Federal agencies, District of Columbia, and adjacent state government officials on matters pertaining to materiel requisitioning programs, transportation of materiel, and vehicle registration.
- g. Establish and maintain liaison with commercial firms in matters pertaining to:
 - (1) Delivery and resolution of discrepancies on unclassified purchase orders.
 - (2) Booking and shipment of materiel.
 - (3) Packing and packaging methods and materials.
 - (4) Warehousing techniques and equipment.
 - (5) Item identification.
 - (6) Product demonstration.
- h. Effect maximum utilization of excess property as available through the GSA Excess Property Utilization Program or from ^{Department of Defense (DOD)} ~~DOD~~ excess channels.

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- i. Monitor the Agency motor vehicle program, maintain Consolidated Tables of Vehicular Allowances, and the central Agency vehicle records.
3. AUTHORITY
- a. In conjunction with his assigned mission, the Chief, Supply Division, or in his absence the Acting Chief, is delegated the authority to:
- (1) Appoint accountable officers for personal property under the control of the Supply Division.
 - (2) Procure or initiate procurement and expend funds approved for supplies, equipment, and services required for the operations of the Supply Division, Headquarters materiel transport system,
 - (3) Approve all Reports of Inventory Adjustment, including those pertaining to the disposal of excess or unserviceable property within the limitations set forth in paragraph 3.a.(4), and determine those inventory shortages or condition changes to be subject to a Report of Survey.

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new (4) Approve disposal actions for excess and/or unserviceable property, including hazardous ordnance materiel, generated within Supply Division Disposal of other than hazardous ordnance materiel will require approval of the Director of Logistics and shall be compatible with Department of ~~Defense~~ ~~DDOD~~ policy and coordinated with Special Operations Division, DD/P.

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(5) Make final determination and furnish appropriate disposition instructions on lists of excess property referred to Headquarters by overseas field activities.

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(6) Approve requisitions for procurement action or interdepartmental requisitioning of stock items or nonstocked items in support of Agency activities.

(7) Certify all receipts of materiel and services processed through

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(8) Incur obligations and make expenditures up to \$2,000 per fiscal year for maintenance, alteration, modification, and repairs at

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involving several buildings, and up to \$500 for a single structure.

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(9) Authorize procurement and supply action by [REDACTED]

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[REDACTED] for those approved categories of supplies or equipment submitted directly to these installations by Agency components which are within the current line item dollar limitation.

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(10) Authorize [REDACTED] to procure expendable materiel costing less than \$100 per line item for all customer requirements available from sources within the Washington area. Exceptions to this authority will be materiel requiring technical office research or review, materiel for stock, ordnance materiel, and

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[REDACTED]

- (11) Approve requests for issue of excess property without cost.
- (12) Approve requests for the installation of window-type air conditioning equipment not to exceed 10,500 BTU's and limited to use in living quarters or general office areas.
- (13) Approve the transfer of Agency-owned materiel to other Government agencies on a reimbursable or nonreimbursable basis.
- (14) Schedule and conduct inventories as prescribed, security and operational factors permitting, to confirm the accuracy of accountable records.

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- (15) Approve the loan of nonexpendable property to Agency
components for testing, evaluation, and demonstration, or for
operational purposes when the term of loan does not warrant a
charge to property authorization. 25X1
- (16) Approve Consolidated Tables of Vehicular Allowances and changes
thereto, installation of optional vehicular equipment, and dis-
posal or replacement of vehicles.
- (17) Approve requirements for Government Transportation Requests
(TR's) and bills of lading for the movement of materiel.
- (18) Certify on Agency or host activity shipping documents that
transportation services requested were rendered.
- (19) Approve prepayment of transportation charges from an imprest fund
when Government interest in the movement of materiel cannot be
revealed.
- (20) Approve driver advances from an imprest fund~~x~~ and travel vouchers
for expenses incurred in the movement of materiel.
- Now* (21) Approve travel vouchers and payments thereof from imprest funds
for local mileage claims submitted by personnel 25X1
Prior approval for such travel must be obtained from the approving
official.

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b. The Chief, Supply Division, may redelegate the authorities contained in paragraphs 3.a. (2), (4), (5), (6), (7), (14), (17), (18), (19), (20), and (21). The authority stated in paragraph 3.a.(3) may be redelegated except where it pertains to unusual loss or damage; redelegation of this authority to chiefs [] may include disposition of property in accordance with [] The authority stated in paragraph 3.a.(8) may be redelegated as it pertains to maintenance, minor modification, or alteration and repair. The authority stated in paragraph 3.a.(15) may be redelegated as it pertains to the loan of property for testing, evaluation, and demonstration. One copy of each redelegation of authority will be forwarded to the Executive Officer.

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4. ORGANIZATION

See Organization Chart on Page 2.

George E. Meloon
Director of Logistics

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S E C R E T

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

LI 1-5

FROM:

Chief, Supply Division, OL

EXTENSION

NO.

DATE

20 February 1968

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Chief, Planning Staff, OL

4/26

TP

2.

Executive Officer, OL

AP

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Attached for approval and publication is a proposed revision of LI 1-5. Briefly the suggested changes will provide C/SD with redelegable authority to approve disposal actions for excess and/or unserviceable property including ordnance materiel determined by ordnance inspectors to be hazardous for further storage or handling. Specific revisions include the deletion of paragraph 2e and insertion of new paragraph 3a(4) with paragraphs 3a(3) and 3b revised accordingly. Disposal actions affecting ordnance materiel other than hazardous items will require prior approval of D/L.

Memo fr D/L to D/F dtd 30 Jun 67, Subj: Increase in Scope of [] Imprest Fund (OL 74309) granted approval for the use of imprest fund for payment of local mileage claims for personnel of [] after administrative approval. The necessary delegation of authority for formal approval of travel vouchers was inadvertently omitted from LI 1-5 and is thus included in the revision as new paragraph 3a(21). It is proposed that redelegation of authority will be given to [] except for POV travel of [] No regularly scheduled shuttle service is available to and from [] and personnel assigned to [] are required to utilize their POV in the conduct of official business with Agency components located in Rosslyn and HQS Bldgs. This includes travel for purpose of training, medical appointments, and other processing actions related to PCS/TDY departees and returnees.